



## U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City

### Replacement of an Emergency passport for minors under 16 years old will be processed by appointment only

To make an appointment go to  
[Appointment system](#)

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that the child's **SOCIAL SECURITY NUMBER IS REQUIRED** to process the passport application. If the child has never had or applied for a social security number, one of the child's parents, will be required to submit a declaration under penalty of perjury that the child was never been issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at other U. S. consular facilities overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

If you have your child's emergency passport, you have already paid a fee for it and this passport was issued **within one year**, you can replace your child's passport with the same fee without extra cost. If your child's emergency passport expired and was issued more than one year ago or you did not pay the fee of an emergency passport, you need to pay a fee and proceed as if it was a [Renewal Passport for Minors under 16 years old](#) (PDF – 377KB).

The day of the appointment applicants need to bring:

- ☐ Passport application **form DS-5504** filled online and printed. To complete online go to: <https://pptform.state.gov/>
- ☐ **Proof of U.S. Citizenship:** submit your child's emergency passport.
- ☐ **One color passport photo, 2" X 2" on a white background.** Check [photo](#) requirements.
- ☐ **Proof of identity for both parents and the authorized third party.** Any government official document with both name and picture, valid and in good condition.

- ☐ In case that one or both parents are unable to sign, they will be required to bring a previously known witness and fill out form [DS-71](#). We are not able to accept fingerprints as a substitute of signature.
- ☐ Both **parents must appear with the child and sign the application:**
  - ☐ **If only one parent is present:**
    - The applying parent must submit a signed notarized form [DS-3053](#) in English from the non-applying parent consenting to the passport issuance.
    - A copy of a valid government ID that the non-applying parent provided at the time of having the form DS-3053 notarized.

**Or**

- Primary evidence of sole authority to apply, such as:
  - Birth certificate that lists only the applying parent.
  - Death certificate of the non-applying parent.
  - Court order of sole custody.

If no such evidence is available, the applying parent should submit a signed notarized statement in English or [DS-5525](#) that includes the child's name and date of birth, explaining in detail why the non-applying parent's consent cannot be obtained.

- ☐ **If neither parent is present, please bring:**
  - Notarized form [DS-3053](#) from each parent
  - Copies of both parent's valid government ID provided at the time of having each form DS-3053 notarized.

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Passport applications are sent to the United States for printing and takes approximately **ten business days** to process. Your process will be delayed significantly if you are missing any of the requested documents. You will receive a pick-up note indicating when your passport will be ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).